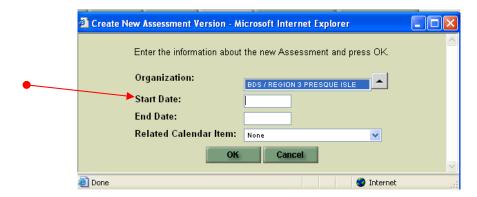
## MH Re-Version Assessments:

- 1. Anchor client.
  - a. Search for client
  - b. From the Search results, select particular client by clicking on the corresponding ID number
  - c. Client is now anchored—to confirm, see name in header
- 2. Click on Assessments
  - a. Click **ID** in order to sort assessments with most recent at top of screen
- 3. Click on the ID# that corresponds to the most recent Assessment. (This will be the Assessment that does not have an end date).
- 4. Once the Assessment opens, click on **CREATE NEW VERSION** button.
  - a. At the next screen you will be prompted for the Start Date of the new Assessment. You only need to enter the Start Date and press OK. After pressing Ok the system assigns an end date to the old version and will refresh the screen with a new version of the assessment.



- 5. The system will generate a new Assessment General page. The "Performed by" should contain your name—please verify then click SAVE:
- 6. Goto SHOW menu and choose QUESTIONAIRE



7. Complete Assessment and SAVE